



DANIEL J. FOJTIK  
Director  
Friend of the Court

STATE OF MICHIGAN  
17TH JUDICIAL CIRCUIT  
KENT COUNTY

82 IONIA AVENUE, N.W. - SUITE 200  
P.O. BOX 351  
GRAND RAPIDS, MICHIGAN 49501-0351

Date: \_\_\_\_\_

Dear \_\_\_\_\_

I am reviewing your case for possible incarceration credits against state support arrears. **Per Special Prosecutors Policy no credit will be given for any incarceration date prior to October 1, 1987, which is the date of the case Pierce vs. Pierce 162 Mich.App 367 (1987).** Before I can process this further you need to provide answers to the following questions:

1. What were you incarcerated for? I need written verification from an official source, such as the "Commitment Information" that can be obtained from a parole officer. This can be obtained at the Department of Corrections if you do not have a parole officer.
2. Provide the name(s) of the victim(s). \_\_\_\_\_  
[ ] Please check box if the name(s) of the victim(s) is/are unknown.
3. What were your exact in and out dates? **You will need to send me written confirmation from an official source, such as the "Transit List" that can be obtained from a parole officer.** This can be obtained at the Department of Corrections if you do not have a parole officer.
4. Were you ever on work release during the above period? If so, specify the exact dates and your earnings.

[ ] Yes      [ ] No

If yes, provide dates worked: \_\_\_\_\_

Amount of earnings: \_\_\_\_\_

5. Did you have any income during your incarceration period other than from employment?

[ ] Yes      [ ] No    If yes, state the source of income and the amount received.

\_\_\_\_\_  
\_\_\_\_\_

6. Did you own any real estate (land or a house) during incarceration? If so, please indicate the value.

☐ Yes      ☐ No If yes, \_\_\_\_\_

7. Did you own any bank accounts, stocks, bonds, or other property of value during incarceration? If so, please indicate the value.

☐ Yes      ☐ No If yes, \_\_\_\_\_

8. Did you have a vested interest in any pension, profit sharing, 401K, or other retirement plan during incarceration? If so, please indicate the value and the employer's name and address. Were you able to withdraw any of these funds?

☐ Yes      ☐ No If yes, \_\_\_\_\_

9. Did you give anything of value to anyone within the six months prior to your incarceration or during your incarceration? If so, please state the item, its value, and the reason you gave it.

☐ Yes      ☐ No If yes, \_\_\_\_\_

**Please sign below:**

All of the answers I have given are true and correct: \_\_\_\_\_  
*Signature*

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Once I receive these answers I will be in a better position to evaluate your case. You must fully respond to each question. If you do not respond within **30 days** your request for credit cannot be processed. If you have any questions concerning this procedure, please call (877) 543-2660. Thank you for your cooperation.

Erin C. Martin  
Staff Attorney  
Kent County Friend of the Court